

**NEIGHBORS IN NEED OF SERVICES, INC.  
(NINOS)  
HEAD START/EARLY HEAD START PROGRAM**



**Kitchen Hood, Grease Trap,  
AC Ducts, and Carpet Cleaning  
FY 2025-2026  
# 25-RFP-020**

**Neighbors In Need Of Services, Inc. Head Start / Early Head Start  
Invitation to Bid**

**BID NUMBER# 25-RFP-020**

**BID TITLE: Kitchen Hood, Grease Trap, AC Duct, and Carpet Cleaning**

**DATE DUE: September 26, 2025**

**DUE NO LATER THAN 1:00 P.M.**

NINOS, Inc. Head Start / Early Head Start Program is a private non-profit organization that provides services to low-income families for children from birth to five years of age. The agency is funded to serve 1,990 children throughout Cameron and Willacy Counties.

The agency is currently seeking bids for- **Center Maintenance** (Carpet, Air Conditioning Ventilation/Duct, Commercial Kitchen Hood Cleaning, and Grease Trap cleaning)

**(See scope of work and attachments "A" and "B" for Specifications)**

**Closing Submission Date and Public Opening**

Please submit the following information in a sealed envelope by 1:00 p.m. on September 26, 2025. Bid opening will be held on September 26, 2025 at 2:00 p.m. at NINOS, Inc., Administration office located at 22887 State Highway 345, Rio Hondo, TX 78583.

**Inquiries**

For further information please call Oscar Salinas, Director of Finance, at (956) 399-9944 ext. 115 or email oscar.salinas@ninosinc.org.

**Non-Discrimination and Equal Opportunity**

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

**Non-responsive Proposals**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this proposal.
2. The proposal does not follow the specified format.
3. The proposal does not include documentation of accompanying credentials.

**Review Process**

NINOS, Inc. reserves the right to reject any or all proposals submitted and contemplates award of the contract to the responsible bidder with the most advantageous bid.

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start**

**Instructions**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at [www.ninosinc.org](http://www.ninosinc.org).

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

**RETURN BID TO:**

Delivered to the administration office by Delivery Services.  
Attn: Oscar Salinas  
22887 State Highway 345  
Rio Hondo, TX 78583

Mailed using USPS.  
Attn: Oscar Salinas  
22887 State Highway 345  
Rio Hondo, TX 78583

**You must sign below in ink failure to sign will disqualify the bidder. All prices must be typewritten or written in ink.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start**

**Scope of Work:**

**A. Cleaning of all carpets to include area rugs and to clean all air conditioning ducts and ventilation vents. See (Attachment "A") for the listing of centers.**

**Carpet:**

**Price per sq. ft.** \$ \_\_\_\_\_

**Area rugs (approx. 8x10)** \$ \_\_\_\_\_

**Air Ducts and Vents:**

**First 10 ducts @** \$ \_\_\_\_\_

**Additional air ducts @** \$ \_\_\_\_\_

**B. Cleaning of all Kitchen Hoods at listed Head Start Centers  
(See attachment "B")**

**Pressure wash cleaning of vent hood, cleaning of filter, ducts and exhaust fan. Vendor must be certified to clean kitchen hood as required by the Fire Marshall and produce a certification for the center to have on file.**

\$ \_\_\_\_\_

**C. Grease Trap Cleaning- (15 locations) see attachment "C"**

\$ \_\_\_\_\_ **500 Gallon**

\$ \_\_\_\_\_ **1000 Gallon**

**Attachment "A"**

**25-RFP-020 Kitchen Hood, Grease  
Trap, AC Duct, and Carpet Cleaning**

	<b>Center</b>	<b>Address</b>
1	Charles Isbel	260 N. Isbell Dr Brownsville, Texas
2	Charles Isbel (Building No. 2)	260 N. Isbell Dr Brownsville, Texas
3	Browne	9901 California Rd Brownsville, Texas
4	DJ Lerma	5407 Austin Rd. Brownsville, Texas
5	La Villita	2818 Rockwell Drive Brownsville, Texas
6	Rancho Del Cielo EHS	69 Old Ebony Parkway Brownsville, Texas
7	Rancho Del Cielo HS/EHS	3 Old Ebony Parkway Brownsville, Texas
8	Leon Gardens	68 Castellano Circle Brownsville, Texas
9	Bonita Park	601 S Rangerville Rd #29, Harlingen, TX
10	Casa Grande	106 Troywood Cir Harlingen, TX
11	Combes	21646 Hand Road Harlingen, Texas
12	T.S.T.C.	2702 Dogwood St Harlingen, Texas
13	T.S.T.C. EHS	2225 North 28th St. Harlingen, Texas
14	Zavala HS/EHS	421 LaFayette St. Harlingen, Texas
15	La Feria	400 Industrial Way La Feria, Texas
16	Las Palmas	213 Orive Blvd., Apt. 977 Los Fresnos, Texas
17	Otis Klar	1305 E. Hidalgo Ave Raymondville, Texas
18	Rio Hondo	610 N Reynolds Rio Hondo, Texas
19	El Ranchito	24356 U.S. HWY 281 Brownsville, Texas
20	La Gallina	301 Wentz St San Benito, Texas
21	La Gallina	22 Woodford St San Benito, Texas
22	Administration Building	22887 State Highway 345 Rio Hondo, Texas
23	Lena Bennett	566 Ash Street Brownsville, Texas
24	Beacon Bay HS/EHS	16501 Hwy 100 Port Isabel, Texas

\*\*\*\*Locations may increase or decrease during the term of the contract

## Attachment "B"

### 25-RFP-020 Kitchen Hood, Grease Trap, AC Duct, and Carpet Cleaning

	Center	Address
1	Charles Isbel	260 N. Isbell Dr Brownsville, Texas
2	Charles Isbel (Building No. 2)	260 N. Isbell Dr Brownsville, Texas
3	Browne	9901 California Rd Brownsville, Texas
4	DJ Lerma	5407 Austin Rd. Brownsville, Texas
5	La Villita	2818 Rockwell Drive Brownsville, Texas
6	Rancho Del Cielo EHS	69 Old Ebony Parkway Brownsville, Texas
7	Rancho Del Cielo HS/EHS	3 Old Ebony Parkway Brownsville, Texas
8	Leon Gardens	68 Castellano Circle Brownsville, Texas
9	Bonita Park	601 S Rangerville Rd #29, Harlingen, TX
10	Casa Grande	106 Troywood Cir Harlingen, TX
11	Combes	21646 Hand Road Harlingen, Texas
12	T.S.T.C.	2702 Dogwood St Harlingen, Texas
13	T.S.T.C. EHS	2225 North 28th St. Harlingen, Texas
14	Zavala HS/EHS	421 LaFayette St. Harlingen, Texas
15	La Feria	400 Industrial Way La Feria, Texas
16	Las Palmas	213 Orive Blvd., Apt. 977 Los Fresnos, Texas
17	Otis Klar	1305 E. Hidalgo Ave Raymondville, Texas
18	Rio Hondo	610 N Reynolds Rio Hondo, Texas
19	El Ranchito	24356 U.S. HWY 281 Brownsville, Texas
20	La Gallina	301 Wentz St San Benito, Texas
21	La Gallina	22 Woodford St San Benito, Texas
22	Administration Building	22887 State Highway 345 Rio Hondo, Texas
23	Lena Bennett	566 Ash Street Brownsville, Texas
24	Beacon Bay HS/EHS	16501 Hwy 100 Port Isabel, Texas

\*\*\*\*Locations may increase or decrease during the term of the contract

## Attachment "C"

### **BROWNSVILLE CENTERS Every 3 Months**

Leon Gardens – 66 & 68 Castellano Circle	500 Gallon grease trap
Browne Road- 9901 California Rd.	1000 Gallon grease trap
Charles Isbell- 260 Isbell Dr	500 Gallon grease trap
La Villita – 2818 Rockwell Dr	500 Gallon grease trap
DJ Lerma- 5407 Austin Rd.	500 Gallon grease trap
Rancho Del Cielo-3 Old Ebony Parkway	500 Gallon grease trap
Rancho Del Cielo Early- 69 Old Ebony	500 Gallon grease trap
Lena Bennett – 566 Ash St	500 Gallon grease trap

### **RAYMONDVILLE CENTER Every 6 months**

Otis Klar- 1305 E. Hidalgo	500 Gallon grease trap
----------------------------	------------------------

### **HARLINGEN CENTER Every 6 months**

TSTC Early- 2225 N. 28 <sup>th</sup> St	300 Gallon grease trap
---	------------------------

### **SAN BENITO CENTERS Every 6 months**

La Gallina- 322 Woodford	500 Gallon grease trap
--------------------------	------------------------

### **RIO HONDO Every 6 months**

Main Office - 22887 State Hwy 345	500 Gallon grease trap
Rio Hondo HS/EHS – 610 N Reynolds	500 Gallon grease trap

\*\*\*\*Locations may increase or decrease during the term of the contract.

## **"Attachment D"**

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.